

**Rocky Hill Board of Health – Minutes**  
**Meeting March 17, 2009**  
Location: Borough Hall

Members present: Lisbeth Haines, M.D. (presiding); Susan Fisher, V.M.D.; Mary Germain, Ed.D., APRN-BC; Beverly Poelstra, M.D.; Margaret Querec, R.N., M.S.N.

Present: Stephen Papenberg, Health Officer; Linda Goldman, Borough Council Liaison.

**Call to Order**

The meeting was called to order at 4:45 p.m. with prior notification having been given in compliance with the open Public Meeting Law, Chapter 231.

**Review and Approval of Minutes**

The Minutes of the meeting held on February 18, 2009 were reviewed. Two corrections were made to bulleted items under “Old Business”: DCE in the bullet titled “Item 7-D” was corrected to read DCA (Department of Community Affairs). The bullet titled Item 7-I was corrected to read – Mr. Papenberg will contact Dave Henry, the Health Officer for Princeton Township. Motion to approve the Minutes as corrected was made by Dr. Fisher, seconded by Dr. Poelstra. Vote to approve was unanimous.

**Discussion of Draft Agreement for the provision of public health services to the Borough of Rocky Hill by the Somerset County Department of Health**

Mr. John Horensky, H.O., M.S., Director of the Somerset County Department of Health, was introduced to the Board. Members of the Board introduced themselves to Mr. Horensky and gave a brief description of their professional background.

The Draft Agreement was reviewed. Wording changes and additions that had been previously agreed upon by both parties were annotated as “OK” in the Draft Agreement and were not reconsidered. Questions were raised about the following items &/or provisions in the proposed Draft Agreement.

- Mr. Horensky noted the absence of any reference to the Local Emergency Planning Committee (LEPC) in the Draft Agreement. He discussed the composition and functions of the Local Emergency Planning Committee (LEPC), which usually consists of the Emergency Management Coordinator for the municipality, and representatives of the Rescue Squad, Fire Department and the Borough Council. The LEPC develops plans to address public health emergencies. Mr. Horensky serves on the LEPC. The County Health Officer or his designee will represent the Board of Health on the LEPC. Dr. Haines will send Mr. Horensky the appropriate language to be included in the Agreement.
- Provision No. 5, providing for 6 months notice for either party to terminate the contract is agreeable to both parties.
- The change of wording in Provision No. 6-A is acceptable to The Somerset County Department of Health (SCDOH).
- Provision 6-B: Mr. Horensky proposed adding wording indicating that the Board will also contract with the Township of South Brunswick for

purposes of preparing rabies specimens for transportation to Trenton. Mr. Papenberg indicated that there already exists a mechanism for coordination between Somerset County and Mercer County for specimen collection; that this function is the responsibility of the SCDOH.

- Provision 6-A: Dr. Fisher questioned if the Borough of Rocky Hill had an ordinance regarding procedures to be followed in the event of animal bite complaints. Ms. Goldman indicated that the procedures are outlined in the Borough Administrative Code, Chapter 56, Section 10 which requires a 2 week quarantine of any animal suspected of having rabies. Dr Fisher stated that since there are state regulations regarding the handling of dogs or cats which bite people, we do not need a separate ordinance. Mrs. Goldman will revisit Chat 56 and, in consultation with Dr Fisher, will revise the wording.
- Provision 6-H: "Somerset County" added for clarity.
- Provision 6-H: the proposed wording is acceptable to the SCDOH. The SCDOH uses an electronic format for licensing. Mr. Horensky will send a pdf file to the Borough of Rocky Hill Clerk, Ms. Donna Griffiths. Once an establishment has paid the appropriate licensing fee, the Clerk will so notify Mr. Horensky by e-mail, whose staff will complete the licensure process. The SCDOH will include the number of licenses issued, by type - new or renewal - in the monthly report that the Department will send to the Borough.

Mr. Horensky noted that the SCDOH inspects and rates food establishments. The State ratings are: Satisfactory; Conditional and Unsatisfactory. The Department uses the State Inspection Sheet. If a food establishment has only 1-2 minor infractions, they receive a Satisfactory with an (A) rating. Adequate establishments receive a Satisfactory with a (B) rating. Marginal establishments receive a Satisfactory with a (C) rating. The Rocky Hill Board of Health will make a decision about the applying the use of the rating system to food establishments in Rocky Hill at a future time.

- Provision 6-J: Rabies Clinic. The wording is agreeable to both parties. This year's clinic will be held on April 18, 2009 from 12 noon to 2 p.m. Dr. Fisher reported that she had updated the Board of Health website to stress the importance of having cats as well as dogs receive the rabies vaccine. Ms. Querec will ask Toby Whitlock, Deputy Clerk for Rocky Hill, to put a sign in front of the R.H. firehouse advertising the date and time of the Rabies Clinic. Ms. Griffiths makes all the arrangements for clinic supplies and for paying for the veterinarian's services through the Animal Fund. Mr. Uhrik, REHS, the South Brunswick Health Department's Registered Environmental Health Specialist, will coordinate with Ms. Griffiths.
- Provision 6-K: Dr. Haines' interpretation that housing inspections will only be undertaken in response to a substantive complaint of a potential major violation is correct. The SCDOH will intervene if the housing issue involves public health; the Department does NOT become involved in property management issues. Ms. Goldman reported that the

Department of Community Affairs has been contracted by the Borough for housing inspections.

- Provision 6-L: add the wording – “on location in the Borough of Rocky Hill.” Mr. Horensky indicated that the SCDOH will subcontract with the Visiting Nurse Association (VNA) to conduct the annual flu/pneumonia vaccination clinic in Rocky Hill. He noted that the VNA does NOT administer pediatric influenza vaccinations. Ms Querec noted that such vaccinations are required for admission to pre-school programs. Mr. Horensky indicated that he would bring this concern forward at the Department’s next meeting re: maternal-child health issues. Mr. Papenberg recommended that the SCDOH contact Nancy, the RN educator in the South Brunswick Health Department, who has managed all the logistics for the clinic over the years, as well as Jill Hochenberg, the nurse at the Somerville VNA with whom she coordinates.
- A question arose about communication with the SCDOH in the event that a public health issue arises during non-business hours. Mr Horensky indicated that this is not a contractual issue; it is an operational issue that will require both parties to develop an acceptable procedure for meeting this need.
- Provision No. 10 (meetings between the Board and representatives of the SCDOH): clarify “County” to mean the SCDOH and change the word “obtaining” to “attaining” – i.e. “...objectives and methods of attaining objectives...” Mr. Papenberg suggested that Ms. Dawn Perandi, REHS, who runs the County’s Environmental Health Program, and who has substantial expertise in environmental issues, might be an excellent SCDOH representative to meet with the Board as specified in Provision No. 10.

Following review of the Draft Agreement, there was general discussion of next steps. It was agreed that the Rocky Hill Board of Health will incorporate all mutually agreed upon revisions and final wording on the public health annex and send the final Draft Agreement to Mr. Horensky. Mr. Horensky will forward the final monetary amounts for Provision No. 3 of the Draft Agreement to Ms. Goldman no later than April 5, 2009 to allow for incorporation into the budget planning process of the Borough.

There was discussion of the provision for 6 months notice for either party – the Borough or the South Brunswick Health Department – to terminate the existing contract for public health services to the Borough. Since both parties agree in principle that termination is desirable, Mr. Papenberg is exploring the possibility of a waiver of Title 26: Section A2-12 of the N.J. State Statute that would allow for early termination.

| Ms. Querec put forward a Resolution, seconded by Dr. Poelstra, that the Borough of Rocky Hill terminate its contract with the South Brunswick Health Department for the provision of public health services to the Borough, on 9-17-09, or earlier, if approval for termination on 8-31-09 can be obtained. The motion was approved unanimously.

Ms. Goldman said that she would speak to the Borough attorney on March 18, 2009 and ask him to seek approval for early termination of the contract with the South Brunswick Health Department. The attorney will send the formal resolution seeking termination of services to Mr. Papenberg who is the signatory on the existing contract. She advised that Dr. Haines will present the final Draft Agreement between the Borough and the SCDOH at the Board's next meeting on April 14, 2009, at which time the Board will approve its content. Mr Horensky will then send the final Draft Agreement to the New Jersey Department of Health for review, with a request for a start-up date of 9-01-2009.

**Adjournment**

Motion to adjourn the meeting made by Ms. Querec, seconded by Dr. Fisher. With unanimous consent, the meeting was adjourned at 6:18 p.m.

Respectfully submitted,

Mary M. Germain, Ed.D., APRN-BC  
Recorder